

# **St Katherine's School & Nursery**



## **Job Description**

**Assistant Headteacher**

**Line Manager:** Headteacher

### **Main Purpose/Tasks**

- Be a member of the senior leadership team.
- Ensure the Safeguarding of pupils at all times.
- Deputise for the Headteacher if both the Deputy and Headteacher are absent.
- Play an active role in formulating and reviewing the Combined SEF/SIP and ensure that key priorities are driven at pace across the school.
- Contribute to maintaining and developing the ethos, values and overall purposes of the school.
- Contribute to the efficient organisation, management and supervision of school routines.
- Act as a role model to pupils and colleagues.
- Undertake such duties as are delegated by the Headteacher.
- At all times follow school's non-negotiable expectations.
- Oversee appraisal for Upper Phase staff (Y4-Y6).
- Along with the Headteacher and Deputy Headteacher ensure the day-to-day deployment of staff to cover courses and absence.
- Take an active role in their appraisal to support teaching, learning and career progression.

### **Upper Phase Leader (Year 4-Year 6):**

Within the Upper Phase the Assistant Headteacher must:

- Encourage pupils' motivation and enthusiasm, securing positive attitudes to learning and high standards of behaviour.
- Monitor, evaluate, review and be accountable for pupils' progress, achievement and attainment in Upper Phase.
- Monitor, evaluate and review the quality of learning and teaching and promote inclusive teaching methods.
- Support the pastoral care of all pupils.
- Liaise closely with other leaders to ensure continuity and progression across the phases.
- Lead, develop and enhance the teaching practice of others.
- Have a detailed professional knowledge of the Upper Phase.
- Be accountable for the work of the teachers and the support staff.
- Develop and improve subject knowledge and pedagogy.
- Take responsibility for the induction of new staff.
- Contribute to continuing professional development (CPD) activities
- Disseminate examples of 'good practice' in learning and teaching, effective planning and provision.
- Establish good relationships and support and motivate all staff.
- Oversee aspects of the phase organisation and management, including preparing agendas and chairing meetings.
- Carry out appraisal meetings in accordance with the school's policies and procedures.
- Attend and play an active part in weekly Senior Leadership Team meetings.
- Develop links and liaise with governors, the local authority and the wider school community, including parents/carers.
- Be a deputy DSL.
- As required teach across the school.

### **Subject Leadership**

- To lead a core subject across the school.
- To carry out the duties of a subject leader as set out in the job description.

Name:

Signed:

Date: